Board Meeting Minutes
Buffalo Orienteering Club

July 25, 2019
Chestnut Ridge Park

Present: Rob Reeves, Dave Cady, Phil Wolfling, Henry Davis, Rod Cameron, Peter Weber, Laura Cameron, Jackie Novkov, Doug Kennedy, Linc Blaisdell, Patty Lyons, Walt Lyons, Greg Hyatt, Katy Carrier, Jennifer Grande, Lynne DePasquale
Excused: Jennifer Borowicz

Action items in bold

- The group enjoyed a summer dinner at the park. The weather was ideal.
- The minutes from the 5/8/2019 board meeting were reviewed and approved.
- Past Event Reports
    - Knox Farm Trail Run, 5/16
        - **Patty to submit meet report.**
    - Chestnut Ridge Learn & Practice, 5/18
        - Linc reported that the event went well. **Rob suggested keeping track of how many people participate in the group instruction in the future.** This will help in determining demand when planning the 2020 schedule.
    - Chestnut Ridge Meet, 5/18
        - Henry submitted a meet report with 57 total participants. He noted that the event occurred on one of the only dry weekends in the spring.
        - Discussion that road closures in the park in early May make control vetting difficult. Phil suggested asking the park staff to open the gate, as he has had success with this approach in the past.
    - Knox Farm Trail Run, 6/20
        - Patty submitted a meet report with 42 runners. Noted that the pizza receipt was "mysteriously" not submitted. The board extends their thanks.
    - Sprague Brook Learn & Practice, 6/23
        - Linc reported that three groups received instruction, totally approximately 17 participants.
    - Sprague Brook Meet, 6/23
        - Peter submitted a meet report with 58 total attendance.
        - Dave noted that he has not received an invoice from the printer despite his reminder to the proprietor and pondered his moral obligation in such a circumstance.
        - Discussion on several beginner orienteers who were on the course after the time limit. They did not realize the urgency of returning on time. Their cell phone numbers and vehicle information were not completed on the registration forms. **Reminder to registration volunteers to check for this information in the future.**
    - Chestnut Ridge Trail Run, 7/18
        - Meet results have been posted.

        - **Patty to submit meet report.**
        - Phil noted that the signed permit application was received the day before the event. He now has a new contact at the Erie County parks office.
- Upcoming Events
    - Ellicottville Adventure Run, 8/24
        - Promotion
            - Dave reported that the event is posted on attackpoint.org but that we did not advertise in the OUSA magazine this year. Suggestion to the work on promotion earlier in the future.
            - Greg is drafting an email to all 2018 participants detailing the current status of event preparations and encouraging them to attend.
            - **Greg to contact neighboring local orienteering clubs and ask them to promote the event to their membership.**
        - Registration
            - Greg reported that less than 10 people have registered online so far. The early registration deadline is 8/14.
        - Course design
            - Jackie reported that the course design is complete.
            - **Jackie and Doug to create a course notes document for distribution on the day of the event.**
        - Maps
            - Dave reported that the two 1:10000 maps will be distributed on separate sheets.
            - Water stop locations and control point values to be determined. **Jackie to follow up with Dave by 8/1.**
            - Greg noted that two extra control points have been vetted for use in case something unexpected occurs.
        - Electronics
            - Doug will be handling electronics at the event.
            - Dave reported that we will be borrowing additional dibblers from Western Pennsylvania Orienteering. **Dave to arrange delivery.**
        - Controls
            - Greg reported that Tom and Erin Rycroft handled all of the initial ribbon placement. Rob suggested that the Club present them with a thank-you gift. **Follow up needed.**
            - All control locations have been vetted.
            - **20 controls to be placed the weekend before the event.** Greg, Jackie, Doug, Peter, Mike Lance and Jennifer Grande have volunteered for this.
            - Greg has recruited sufficient volunteers to handle control pickup.
        - Logistics
            - **Linc has ordered the porta-potty and will recruit parking control volunteers.**
        - Hospitality

            - **Jennifer Grande volunteered to handle the food shopping. Linc and Jackie to coordinate with her.**
            - **Rob to handle food prep at the event but he interested in giving up this job if someone is interested in taking it on.**
        - Awards
            - **Doug volunteered to research options for creative awards.** Suggested budget of $100-$200.
        - After-party
            - Greg invited event volunteers to visit his house in Ellicottville at 7:00pm on Saturday for drinks and desserts.
    - Knox Farm Learn & Practice, 9/28
        - **Linc to coordinate with Phil on practice course control locations.**
        - **Linc to recruit volunteers for small-group instruction.**
    - Knox Farm Meet, 9/28
        - Phil reported that he will work with Mark Wolfling on control placement and that he is working on another creative course design.
        - Discussion that the Borderland Music Festival is scheduled at the park the previous weekend and will affect control placement.
    - Sardinia Score-O, 10/19
        - Katy reported that she has designed the course and flagged most of the control locations.
        - **Katy to work with Phil on creating the map with the Purple Pen software.**
        - Volunteers needed for registration and control pickup. **Contact Lynne DePasquale if available.**
    - Cazenovia Night-O, 11/9
        - Dave reported that the permit has been acquired from the City of Buffalo.
        - **Phil to request and insurance certificate from OUSA.**
        - Dave is considering a mass start with a creative method of splitting the group up during the course.
        - **Rob suggested discussing a safety plan for the event at the next board meeting.**
        - Peter volunteered to help with electronics. **Peter to confirm with Dave.**
- Old Business
    - Map Hikes
        - Phil reported that control #23 has been replaced at Chestnut Ridge.
        - Controls 4 and 5 were reversed at Sprague brook and Jackie has corrected the error.
        - Phil received a report from Charlie Wightman that #2 at Emery may be missing. **Mark Wolfling to investigate.**
    - Mapping
        - Rob discussed the idea to create a beginner permanent course around Red House Lake at Allegany State Park. Phil suggested using the control posts that ROC has used at Letchworth. **Phil to research prices.** Katy volunteered to help with this project if we decide to go forward.

        - **Dave to schedule a Mapping Subcommittee meeting before 9/1.** Phil, Jennifer Borowicz, Rod and Jackie have volunteered to attend.
        - Dave reported that he has not yet received an invoice from the printer for the map hike printing completed in the spring.
    - Website/E-News
        - Rob reported that the mystery of the disappearing event descriptions has been solved and should not be a problem in the future. Jennifer approved the Upwork ticket to update the time zones on the backend of the website. The total came to $64.22 and has been paid.
    - Membership
        - **Rob to request an updated membership list from Jane Brennan in advance of the Knox Farm meet. Registration volunteers are reminded to check the current membership status of event participants to ensure that we are charging the correct amount.**
    - Equipment
        - Phil reported that he has begun work on the control stand replacement project and is awaiting delivery of new control box cradles in order to complete the task.
        - Phil detailed his color-coded system to indicate the battery charge status of our control boxes. No replacements should be needed this fall.
        - Linc reported that he continues to monitor the status of consumables in the Club boxes and replenishes items as needed.
    - Jerseys
        - Henry reported that the jerseys were received earlier in the day and he distributed them to those in attendance. **Henry to contact others via email and explain that orders will be available for pickup at Club meets.**
        - 28 jerseys were ordered, as well as 3 additional clothing items. The total cost, including shipping, international bank transfer fee and duty came to approximately $37 per shirt. They were priced correctly at $40 retail.
        - Rob suggested accepting additional orders next year around the time of the annual meeting.
        - Henry suggested offering a lower cost t-shirt. Rob pointed out that this has already been set up on Amazon. **Rob to send out the link again and ask Jennifer to promote it on the website and email list.**
        - Henry noted that Bryzos was great to work with and that the Bulgarians may have something to teach us about work/life balance.
    - 2020 Buffalo Map Adventure—No update.
    - 2020 Masters Championships bid
        - Dave discussed that no action has taken place since the last board meeting and that he is leaning toward recommending not proceeding with submitting a bid to OUSA. **Dave to contact Rick and Linda from ROC to gauge their current thoughts on the matter and report back to the group within two weeks.**
    - Maritime Graduates recognition—No update.
    - Maritime Fund

        - Dave reported that there is currently $96 in the Maritime restricted fund.
        - Dave detailed a plan to stop soliciting donations to the fund and instead allow the cadets to participate in Club meets at no charge. Phil noted that the Club is charged $1.50 per start for insurance by OUSA.
            - Rob proposed that we draw down the fund this fall and institute this policy on a one-year test basis in 2020. Phil seconded the motion and it passed unanimously.
            - Note that WNY Maritime will continue to be required to join the Club as an organizational member each year. The no-fee event entries will not apply to the Ellicottville Adventure Run or other special Club events.
            - **Dave to communicate with the past fund donors and with Bruce Morrison from WNY Maritime Charter School.**
    - Historical documents
        - Rod reported that the document scans have been burned to a DVD. The total file size is approximately 200 MB. **Rob to check with Jennifer about the possibility of posting it on the Club website.**
        - Rod suggested disposing of the paper copies. Rob suggested keeping the first-ever orienteering map in the Buffalo area for framing.
    - Promotion/Marketing
        - Linc showed off the new banner that he commissioned. The total cost came to $120 with tax.
        - Rob reminded everyone about the difference between the private "Buffalo Orienteering Map Hikes" Facebook group versus the "Buffalo Orienteering Club public Facebook page and encouraged people post accordingly. Currently Rob and Dave have permission to "post as the Page." **Contact Rob if anyone is interested in acquiring this permission.**
        - Linc discussed updating the dated Club brochure with a smaller one-page card stock flyer. **Linc volunteered to contact people for content and artwork suggestions and work with the printer to design a draft copy.**
    - WNY Maritime JROTC event
        - Rob reminded the group of Bruce Morrison's proposal for the Club to co-host a regional JROTC orienteering event with WNY Maritime in the fall of 2020. Further discussion to be delayed until after a decision has been made on the 2020 Masters Championship bid.
- New Business
    - Jackie discussed her idea to hold a trail run in the fall as a fundraiser to help with friend's medical expenses. Rob explained that the board would need to approve submitting insurance and permit requests for the event. **Jackie to discuss further with Patty and Walt and communicate with the board via email for approval.**
    - Rob detailed two map requests that the Club has received from the military this year. **Dave to research with current Club maps have the ability to display UTM grids.**
- Dave offered to host the next board meeting in September. **Rob to check with Jennifer Borowicz to see if she is available on a Wednesday.**